

**VDF Reserve
(Active Reserve,
Individual Ready Reserve and
Standby Reserve)**

VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD
RICHMOND, VIRGINIA 23230

UNCLASSIFIED

SUMMARY of CHANGE

VDFR 140-1

VDF Reserve (Individual Ready Reserve and Standby Reserve)

10 December 2015

o This new regulation is an extensive revision of VDF Regulation 140-1 (May 2013) which replaced entirely VDF Regulation 600-10 01 October 2006 Chapter 3, section 3, paragraphs 3-5 through 3-7 (pages 16-17.)

o Major changes are:

- Establishes three (3) categories of the VDF Reserve (VDFRES): Active Reserve (AR), Individual Ready Reserve (IRR), and Standby Reserve (SR).
- Individuals wanting to be in active drill status but having no billet available may be assigned to the AR and attached to a unit for "active" VDF service with the approval of the Commanding General.
- Individuals not able to attend monthly UTAs on a regular basis due to situations of a personal or professional nature may be assigned to the IRR if they remain available for SAD and TDY assignment.
- Removes the requirement for 2 years of exemplary VDF service prior to transfer to the VDF Reserve.
- Chapter 4 covers situations where individuals may directly enlist in or be appointed in the VDFRES. Approving authority is the CG.
- Changes references from Division to Force.

Virginia Defense Force
VDF HQ
Richmond, VA 23230

10 December 2015

Personnel/Administration

VDF Reserve

History. This publication is a major revision of VDF Regulation 140-1, which was itself a major revision and replacement of auxiliary policy and superseded the provisions of VDFR 600-100, section III (paras 3-5, 3-6, 3-7) of chapter 4 (pages 15 and 16.)

Summary. This revision updates the policies for the Virginia Defense Force Reserve (VDFRES) and prescribes the procedures for assignment to and separation from the VDF Reserve and the nature of services to be rendered by its members.

Applicability. This regulation applies the entire VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Force HQ, G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

Distribution. Distribution is intended for all VDF units down to company level.

JUSTIN P. CARLITTI

Brigadier General, Commanding, Virginia Defense Force

Contents (Listed by paragraph and page number)

Part 1

VDF Reserve, page 5

Chapter 1

Introduction, page 5

Section I – Introduction, page 5

Purpose • 1–1, page 5

References • 1–2, page 5

Explanation and terms • 1–3, page 5

Section II – Policy, page 5

Commander’s intent • 1–4, page 5

The Active Reserve (AR) • 1–5, page 5

The Individual Ready (IRR) • 1–6, page 6

The Standby Reserve (SR) • 1–7, page 6

Chapter 2

Duties and Responsibilities, page 6

Attendance at VDF Musters • 2–1, page 6

Duties of Members of the Reserve • 2–2, pages 6-7

Chapter 3

Transfer of Active Members to the Reserve, page 7

Criteria for Transfer of Current VDF Personnel to the VDFRES • 3–1, page 7

Procedures for Transferring Personnel to the VDFRES • 3–2, page 7

Chapter 4

Direct Assignment of Non-VDF Personnel to the VDF Reserve, page 8

General • 4–1, page 8

Chapter 5

Return to Active Service, page 8

Criteria for Transfer of Personnel in the VDFRES to Active Status • 5–1, page 8

Procedure for Transfer of VDFRES Personnel to Active Service • 5–2, page 8

Approval Authority • 5–3, page 8

Chapter 6

Discharge from the VDFRES

Reasons for Discharge • 6–1, page 8

Discharge Orders • 6–2, page 8

Glossary, page 9

Chapter 1 Introduction

Section I

General

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for the personnel in the Virginia Defense Force Reserve (VDFRES.)

1-2. References

- a. Title 44, Military Law of Virginia.
- b. Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.

1-3. Responsibilities

- a. The VDFRES Commander (CDR) will establish policies in coordination with the G-1 relating to administrative matters and will conduct and supervise all prescribed personnel functions.
- b. The Staff Judge Advocate (SJA), upon request, will review VDFRES administrative changes to verify the legality of prescribed policies and changes.

Section II

Policy

1-4. Commander's Intent

The Virginia Defense Force Reserve is comprised of three components:

- 1) the Active Reserve (AR)
- 2) the Individual Ready Reserve (IRR)
- 3) the Standby Reserve (SR)

Each component has its own way of contributing to the successful completion of the overall mission of the Virginia Defense Force.

1-5. The Active Reserve (AR)

- a. The AR component is composed of personnel who are members of the VDF and are able to participate in all drills, MUTAs, FTXs, and other training activities of the VDF, but for whom there is no billet. Members of the AR have the same expectations regarding drill and MUTA/FTX attendance and training requirements that members of the active component of the VDF. Individuals in the AR earn credit for time in service/time in grade.
- b. All members of the AR must be attached to an active VDF unit and will be considered a member of that unit for accountability purposes.
- c. In addition to being able to attend all training activities mentioned in 1-5(a) above, members of the Active Reserve must remain available for SAD **and** TDY assignment.

1-6. The Individual Ready Reserve (IRR)

- a. The IRR component is composed of personnel who are unable to actively participate in monthly drills, but are able to participate in MUTAs, training courses, FTXs, *etc.* The IRR provides a pool of trained personnel who are ready to step in and serve whenever and wherever needed. The mission of the IRR is to provide the active forces competent and effective personnel who are capable of seamlessly integrating with the active forces in order to enhance the operational reach and endurance of the Virginia Defense Force. Through productive personnel management and administrative actions, the IRR component maintains qualified and trained personnel to meet operational requirements.
- b. Individuals already in the VDF and not able to attend monthly UTAs on a regular basis due to situations of a personal or professional nature may be assigned to the IRR ONLY if they remain available for SAD **and** TDY assignment. Individuals in the IRR do not earn credit for time in service/ time in grade.

1-7. The Standby Reserve (SR)

- a. The SR component is composed of those personnel who because of personal or professional situations cannot actively participate in active VDF service or the IRR, but who are subject to recall in the event of a major contingency/response. Members of the SR create a pool of trained individuals who could be mobilized, if necessary, to fill manpower needs in specific skill areas. Individuals in the SR do not earn credit for time in service/rank for promotion purposes.
- b. Personnel are assigned to the SR for one (1) year at a time. At the end of each one (1) year period, a member of the SR may request to the CDR of the VDFRES a one (1) year extension, for a maximum of two extensions (three years total), make an affirmative election to transfer to active VDF service, transfer to the IRR, resign or request a transfer to the Retired list.

Chapter 2 Duties and Responsibilities

2-1. Attendance at VDF Reserve Musters

- a. A minimum of one VDFRES Muster will be conducted during each Training Year. Each muster will be a one-day event, conducted at a specified location, and shall consist of readiness and personnel accountability tasks such as an orientation brief, records review, medical screening, presentation of training and unit opportunities, and exit surveys. Such attendance does not preclude a member from participating in other activities throughout the year, e.g., training/professional military education (PME), MUTAs, or FTXs.
- b. Attendance orders for each Muster will be published by HQ VDFRES. All Reserve personnel of the IRR and SR are expected to attend at least one Muster, unless excused/authorized by the VDFRES CDR. Requests for being excused from a muster must be in writing (either e-mail or USPS) and be received no later than two (2) days before the muster. Unauthorized absence from a Muster may be treated as a request for voluntary discharge/separation from the VDF.

2-2. Duties of members of the Reserve

Personnel in the VDF Reserve shall:

- a. Provide their personal contact information consisting of their mailing address and physical home address (if different from their mailing address) at least one telephone number and an email address, and the name and address and contact information of their next of kin or other emergency contact person.
- b. Provide their civilian employment information.
- c. Provide information concerning any physical limitations that would prevent him/her from meeting VDF physical or mental standards.

- d. Promptly, and in writing, inform VDF Reserve HQ of any changes to the information listed above at items “a” through “c.”
- e. Promptly complete and return any military correspondence
- f. Attend one one-day Muster when directed by the proper authority (IRR and SR only)
- g. Report for duty when directed by the proper authority.
- h. Maintain their basic uniforms, abide by current VDF uniform regulations, and shall not wear the uniform unless the individual is on orders authorizing its wear.
- i. Maintain standards of conduct, i.e., allegations or convictions of certain criminal offenses can lead to administrative separation.
- j. Personnel who wish to remain in the VDF Reserve must be in good standing and continue to uphold the traditions of honorable service.
- k. At each muster, individuals in the IRR must specify the nature of their availability for service in any one of the following capacities, e.g., trainers/instructors, evaluators, role players, unit augmentation, or planning group participants. Members will also be given opportunities to attend regularly PME or functional training/mission training.
- l. Individuals in the VDFRES must follow the same procedures as members of the active component of the VDF in requesting a waiver to remain in the service past their 65th birthday.
- m. Members of the VDFRES are, just as members of the VDF active component, by law, discharged upon reaching seventy-five (75) years of age.

Chapter 3

Transfer of Active Members to the Reserve

3-1. Criteria for Transfer of Current VDF Personnel to the VDFRES

The following additional criteria govern transfer of current VDF members to the VDFRES:

- a. Satisfactory duty performance, as determined by the first field grade officer in the chain-of-command; and/or,
- b. Unit reorganization or MTO changes; and/or,
- c. Compassionate reasons, to include but not limited to, serious illness by the member or immediate family member, change in residence or employment that affects a member’s ability to routinely drill, or attendance at a college or university. Individuals who are transferred to the Reserve because of compassionate reasons will be assigned to the SR.

3-2. Procedures for Transferring Personnel to the VDFRES

- a. Requests for transfer to the Reserve will be in writing and will be initiated by members through command channels on VDF Form 3R with supporting documents, providing they meet the requirements of the component of the VDFRES they request to enter. Approval authority for all such transfers is the Commanding General or his designee. Force HQ will publish all orders transferring members to the Reserve.
- b. Transfer to the Reserve will be at the member’s current rank, unless he/she has taken a voluntary reduction in grade as documented on appropriate orders, in which event he/she will be returned to original rank held prior to the voluntary reduction.

Chapter 4

Direct Assignment of Non-VDF Personnel to the VDFRES

4-1. General

Individuals wishing to join the VDF may directly enlist in or be appointed in the VDFRES, provided that the individual so enlisted/appointed meets the regulatory requirements for enlistment/appointment in the VDF, for the following reasons:

- a. An individual possesses particular skills and/or credentials which meet current or projected special needs of the Force.
- b. An individual is able to attend monthly drills for a particular unit, but there is no available billet in that unit. Such individual(s) will be appointed/enlisted in the AR and attached to a specific unit and attend regular drills with that unit.

4-2. Authority for Direct Enlistment/Appointment in the VDFRES

- a. Only the Commanding General, VDF, has authority to approve enlistment/ appointment of individuals directly to the VDFRES.

Chapter 5

Return to Active Service

5-1. Criteria for Transfer of Personnel in the VDFRES to Active Status

Individuals serving in the Reserve may be returned to active status, provided the following conditions exist:

- a. An available MTO position exists and the individual's rank is/will be compatible or the individual is willing to take a reduction per 3-2(b) of this regulation.
- b. Reason for serving in the Reserve no longer exists.
- c. Individual meets all criteria for initial enlistments/appointments.

5-2. Procedure for Transfer of VDFRES Personnel to Active Service

All transfer requests will be submitted on a VDF Form 3R, and must be:

- a. Endorsed by the commander of the unit to which such transfer is requested; and,
- b. Accompanied by appropriate justification.
- c. FORHQ will review and, if approved, publish orders.

5-3. Approval Authority

Approval authority for all such transfers is the Commanding General of the VDF or his designee. FORHQ will publish all orders transferring members from the Reserve to an active MTO position.

Chapter 6

Discharge from the VDFRES

6-1. Reasons for Discharge

- a. Individual's written request submitted on VDF Form 3-R to the VDFRES CDR endorsed by him/her.
- b. Individual attains the age of 65 years, unless extended by proper authority. (See 2-2.m. of this regulation.)
- c. Failure to abide by any one or more of the duties of members of the VDFRES enumerated at paragraph 2-2 of this Regulation.

6-2. Discharge Orders

- a. Upon receipt of documentation requesting discharge from VDF Reserve, Force Headquarters will publish appropriate orders and issue an honorable discharge certificate.
- b. The Force G-1 will take action to remove discharged individuals from the personnel database.

Glossary

AR – Active Reserve

IRR – Individual Ready Reserve

SR – Standby Reserve

VDFR – Virginia Defense Force Regulation

VDFRES – Virginia Defense Force Reserve